

# Health and Nurse

Nurses are able to navigate through Focus to view, enter, and update new and existing medical data. This document will guide nurses to understand the fundamentals of Focus, how to change and update addresses and contacts, the district specific health tabs for each student, updating individually and in mass, and various reports to run.

## Portal Navigation

### Portal Header

The screenshot shows the Focus High School Portal interface. At the top, there is a blue header bar with the Focus logo on the left, a dropdown menu for 'Select Student/Staff' and a 'Portal' button, and user information on the right including 'Lizette Garcia', 'Focus High School - 0041', '2022-2023', '4th 9 Weeks', and 'ERP'. Below the header, the main content area is divided into three columns. The left column contains an 'Alerts' section with a list of notifications such as '4 new referrals', '2 teachers haven't taken attendance for Period 1', and 'There are 2 pending grade change requests'. The middle column features 'District & School Announcements' with a prominent message about 'Progress Reports: Print Out Day is Coming!' and a reminder about school closure on Friday, April 7th. The right column displays 'Upcoming Events' with a calendar view showing events like 'Progress Reports' on 04/04 and 'Staff Meeting' on 04/12. At the bottom left, there is a 'Find a Student' search bar and a 'Student Group' dropdown menu.

- 1. Focus /District Logo:** Click on the logo to return to the Portal page.
- 2. Select Student/Staff:** This pull-down is available at the top of all screens. Click on the pull-down, select the Students tab or the Staff tab and a list of all students/staff displays. Filter by student/staff name or student/staff ID. Clicking on a student/staff name navigates to the Student/User Info page for the selected student/staff.
- 3. Screen Name:** Displays the name of the screen currently being viewed. Click on the screen name to add the page to Favorites.
- 4. Username:** Displays your first and last name.

**5. Profile/Role:** Displays your assigned profile or role. A pull-down displays if you have more than one assigned profile, allowing you to switch between your assigned profiles, such as Coach and Teacher.

**6. School:** Displays the name of your school. If access to more than one school is granted, the school name displays in a pull-down where you can switch between schools, as needed.

**7. School Year:** Allows changing from the current year to view previous/future years.

**8. Marking Period:** Allows changing from the current marking period to view previous/future marking periods. Defaults to the currently active marking period.

**9. SIS/ ERP:** Clicking SIS takes you to the Student Information System. Clicking ERP takes you to Enterprise Resource Planning for finance, human resources, and payroll (depending on your district).

## Portal Body

The screenshot displays the Focus Writers02 Portal interface. At the top, there's a navigation bar with the Focus logo, a 'Select Student/Staff' dropdown, a 'Portal' button, and user information for Lizette Garcia at Focus High School - 0041. The main body is divided into three columns: Alerts, District & School Announcements, and Upcoming Events. The Alerts column lists various notifications like new referrals and attendance issues. The Announcements column features a calendar entry for Progress Reports and a reminder about school closure on April 7th. The Upcoming Events column shows a calendar view with events like Progress Reports and a Staff Meeting.

**1. Main Menu:** The Focus navigation menu is along the left side of the screen. If you hover over any of the menu icons, the menu opens and the menu titles appear. Because you may have different Preferences set up, your menu may be located along the top of the screen.

**2. Dashboards/Portals:** The district can create various dashboards for different user profiles. These usually contain graphical representations of student/staff data. If you have multiple profiles that have different portal block options, you can select the desired dashboard from the pull-down.

**3. Last Login:** Security feature that shows the your last date and time of login.

- 4. Alerts:** Profile based system alerts e.g., teachers that have not taken attendance, admin discipline referrals that have not been processed, etc.
- 5. District & School Announcements:** This contains notifications or reminders from both the school and/or district. These can be profile specific.
- 6. Upcoming Events:** District and school calendar of upcoming events.
- 7. Find a Student/User:** Search for a student/user from the Portal page by entering student/user name or ID number. Use the pull-down to select the sub-menu to view.
- 8. Focus University:** Online training videos and help documents available for reference. These are NOT district specific.
- 9. Favorites/Recent Programs:** Quick links to access the programs within the Focus menu that were flagged as Favorites from the screen name. Recent Programs displays a list of the most recently visited screens within Focus. Clicking the link navigates to the corresponding screen, as well as the student previously viewed, if applicable.

## Portal Footer

The screenshot shows the Focus Writers02 Portal interface. At the top, there's a navigation bar with the Focus logo, a 'Select Student/Staff' dropdown, a 'Portal' button, and user information for Lizette Garcia at Focus High School - 0041. The main content area is divided into three columns: Alerts, District & School Announcements, and Upcoming Events. The Alerts column lists 4 new referrals and attendance issues. The District & School Announcements column features a calendar icon and a message about progress reports being sent home on April 6th. The Upcoming Events column shows a calendar view with events like a 7:00am progress report and a 5:00am school closure. At the bottom, there's a search bar on the left and Help and Logout links on the right.

- 1. Magnifying Glass:** Used to filter and search through all of the menu items to quickly locate a specific menu option.
- 2. Help:** Provides contextual help for the open screen. Links to Focus University can be opened in a new window. Allows users to sign up for a Focus University account and receive email notices for webinars.
- 3. Logout:** Closes the Focus application.

- i** By default, Focus times out after 24 minutes of inactivity unless the District has modified the time.

## Understanding the Health Related Tabs

Health related tabs can be accessed from a student's demographic screen. On the left side, there are a series of tabs that allow for student data to be recognized by specific categories.

## Daily Visit Log

The Daily Visit Log allows nurses to input data about daily clinic visits for students.

	Date seen in Clinic	Time in	Codes_Descriptions	FTTY	First Aid (5031)	First Aid Description	Assess by	UAP Name	Asses
				<input type="checkbox"/>	<input type="checkbox"/>				
	11/17/2021	2:00 pm	[5030] Medicati...	<input type="checkbox"/>	<input type="checkbox"/>		Nao...		
	04/10/2023	9:06 am	Vision Screenin...	<input type="checkbox"/>	<input type="checkbox"/>				

1. Enter the appropriate information in the top blank row.
  - a. Enter the date the student visited the clinic in the **Date seen in Clinic** text box.
  - b. Enter the time the student entered the clinic in the **Time in** text box.
  - c. Select the reason for the clinic visit from the **Codes\_Description** pull-down. Based on DOH reporting policies the codes need to be correctly setup to match the descriptions.
  - d. Select the **FTTY** check box if it's the first time the student is being seen in the clinic this school year.
  - e. Select the **First Aid (5031)** check box if first aid was administered.

- f. Enter a description of the first aid administered in the **First Aid Description** text box.
  - g. Select the user who assessed the student from the **Assess by** pull-down.
  - h. Enter the name of the Unlicensed Authorized Personnel, such as school support staff member, in the **UAP Name** text box.
  - i. Enter the **Assess Total** in the text box provided.
  - j. Enter the **Health Consult (5051)** information in the provided text box.
  - k. Enter any **Additional Notes** in the provided text box.
  - l. Enter the time the student left the clinic in the **Time out** text box.
  - m. Select the **Sent Home** check box if the student was sent home.
  - n. If a follow up has been scheduled with the student, enter the date in the **Followup Date** text box.
2. Once finished, press **Enter/Return** key.
- The newly added line will remain yellow until the record has been saved.
3. Click **Save**.

## Immunizations

Immunization records can be input on the Immunizations tab. Here nurses can view and edit any immunization related information.

### Immunization Status

This allows nurses to determine the student's immunization status such as an exemption, and if the student is up to date on all shots.

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

Files

SSS

Save

Choice

Billing

Filter fields...

FC

Federal/State Compensatory

FS

Food Service

F

Forms

GD

General Demographics

G

Gifted

G

Graduation

Health Daily Health Screener

Health Daily Visit Log

Health Immunizations

Health Medical

Health Medication Administ...

H

Homeless

I

ISP

Health Immunizations

Pneum...			11/24/2003		
Polio v...			11/24/2003	08/04/2006	08/06/2008
Tdap (T...			05/19/2016		
VZV (V...			08/04/2006	08/06/2008	

Immunization Documentation

No Files

Immunization Status

DH or HRS 680 A or A-2 [8]

Health Examination Status

School entry health examination certified (Y)

Health Examination Date

08/08/2008

Hearing Screening Status

Hearing Screening Date

Vision Screening Status

Vision Screening Date

## Immunizations Compliance

This is typically entered in elementary school when the student enters the county for the first time. This allows nurses to make sure the student is compliant with Florida regulations for vaccinations to allow the student into a district school.



Any changes made to Immunizations will NOT reflect on the same day. There is a nightly process, and changes will reflect the next day.

### Immunization Compliance

Export

Filter: OFF

	Vaccination	Compliance	Rule Description	Exemption Status
		<input type="checkbox"/>		
	DTaP	<input checked="" type="checkbox"/>	If the fourth primary dose of DTP is	No exemption
	Hep B	<input checked="" type="checkbox"/>	Required for entry to PK or KG. 3 do	No exemption
	HIB	<input checked="" type="checkbox"/>	Required for entry to PK (1-4 doses)	No exemption
	Measles	<input checked="" type="checkbox"/>	One dose at age 12 months or older	No exemption
	Mumps	<input checked="" type="checkbox"/>	One dose at age 12 months or older	No exemption
	PNC	<input checked="" type="checkbox"/>	Required for child care entry effectiv	No exemption
	Polio	<input type="checkbox"/>	If the third dose is administered on	No exemption
	Rubella	<input checked="" type="checkbox"/>	Student is exempt.	Medical Exemption
	Tdap	<input checked="" type="checkbox"/>	One dose is required for entry to se	No exemption
	Varicella	<input checked="" type="checkbox"/>	Student is exempt.	Medical Exemption-Life Long

## Input Immunizations

This allows nurses to view, add, and edit all previous Immunizations. Nurses may also choose to Import from Florida Shots.

### Immunizations/Medical

Export

Filter: OFF



Import from Florida Shots

	Vaccination	Comply	Exemption	Temp Exempt Date	Vaccination Date 1	Vaccination Date 2	Vaccination Date 3
		<input type="checkbox"/>	<input type="checkbox"/>				
	DTP va...	<input type="checkbox"/>	<input type="checkbox"/>		11/24/2003	08/04/2006	08/06/2008
	Flu Vac...	<input checked="" type="checkbox"/>	<input type="checkbox"/>		05/11/2022		
	Hepatiti...	<input type="checkbox"/>	<input type="checkbox"/>		07/31/2003	11/24/2003	08/04/2006
	Hib Ha...	<input type="checkbox"/>	<input type="checkbox"/>		11/24/2003	08/04/2006	
	MMR (...)	<input type="checkbox"/>	<input type="checkbox"/>		08/04/2006	08/06/2008	
	Pneum...	<input type="checkbox"/>	<input type="checkbox"/>		11/24/2003		
	Polio v...	<input type="checkbox"/>	<input type="checkbox"/>		11/24/2003	08/04/2006	08/06/2008
	Tdap (T...	<input type="checkbox"/>	<input type="checkbox"/>		05/19/2016		
	VZV (V...	<input type="checkbox"/>	<input type="checkbox"/>		08/04/2006	08/06/2008	


## Import from Florida Shots









1. Click **Import from Florida Shots**. If the immunization records exist within Florida Shots, the records will be imported into Focus.

Immunizations/Medical

Export:  

Filters: OFF



	Vaccination	Vaccination Date 1	Vaccination Date 2	Vaccination Date 3	Vaccination Date 4	Vaccination
	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
	DTP v...	01/18/2002	05/28/2002	08/27/2002	07/17/0200	01/06/20
	Hepatit...	12/06/2001	01/07/2002	05/28/2002		
	Hib Ha...	01/07/2002	05/28/2002	08/27/2002	06/03/2003	
	MMR (...)	06/03/2003	01/09/2006			
	Pneum...	05/28/2002	08/27/2002	07/17/2003		
	Polio v...	08/27/2002	07/17/2003	01/07/2006		
	Tdap (...)	08/06/2014				
	VZV (V...	06/03/2003	10/24/2008			

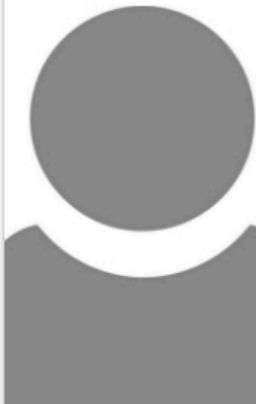
If there are too many matches or duplicate records are found, a pop-up window will display where you will be prompted to select the appropriate student in order for the immunization records to import. If a student has an exemption status, the immunizations will not be imported since there is not an immunization record in Florida Shots.


2. Hover over the Patient card to flip it and see the Relatives associated with the Patient. Click the **Patient** to verify the correct student.





## FLShots - Too many Matches found!

Select 1 of the following:

	Patient														
	<table><tr><td>Name</td><td>Jody</td></tr><tr><td>Date of Birth</td><td>01/01/2012</td></tr><tr><td>Sex</td><td>Female</td></tr><tr><td>Race</td><td>Black/African American</td></tr><tr><td>Phone Number</td><td>641-555-1010</td></tr><tr><td>Address</td><td>3453</td></tr><tr><td>Location</td><td></td></tr></table>	Name	Jody	Date of Birth	01/01/2012	Sex	Female	Race	Black/African American	Phone Number	641-555-1010	Address	3453	Location	
Name	Jody														
Date of Birth	01/01/2012														
Sex	Female														
Race	Black/African American														
Phone Number	641-555-1010														
Address	3453														
Location															

	Relatives				
	<table><tr><td>Name</td><td>Susan</td></tr><tr><td>Relationship</td><td>Mother</td></tr></table>	Name	Susan	Relationship	Mother
	Name	Susan			
	Relationship	Mother			
	<table><tr><td>Name</td><td>John</td></tr><tr><td>Relationship</td><td>Father</td></tr></table>	Name	John	Relationship	Father
Name	John				
Relationship	Father				

 Focus links to Florida Shots and has no control over the shots that import from their records. Even though you might be holding a printed sheet from Florida Shots, it might take some time for the records to reflect in their system. If something is inaccurate, please contact Florida Shots.

 This will only work on the production site as long as it's setup.

## Manual Entry

1. Type in the name of the Vaccination, the Vaccination Date(s), and any comments, as well as any other required fields.

Immunizations/Medical

Export

Filter: OFF

Import from Florida Shots

	Vaccination	Comply	Exemption	Temp Exempt Date	Vaccination Date 1	Vaccination Date 2	Vaccination Date 3
	Flu Vac...	<input checked="" type="checkbox"/>			04/02/2023		
	DTP va...	<input type="checkbox"/>			11/24/2003	08/04/2006	08/06/2008
	Flu Vac...	<input checked="" type="checkbox"/>			05/11/2022		
	Hepatiti...	<input type="checkbox"/>			07/31/2003	11/24/2003	08/04/2006
	Hib Ha...	<input type="checkbox"/>			11/24/2003	08/04/2006	
	MMR (...)	<input type="checkbox"/>			08/04/2006	08/06/2008	
	Pneum...	<input type="checkbox"/>			11/24/2003		
	Polio v...	<input type="checkbox"/>			11/24/2003	08/04/2006	08/06/2008
	Tdap (T...	<input type="checkbox"/>			05/19/2016		
	VZV (V...	<input type="checkbox"/>			08/04/2006	08/06/2008	

- Press the **Enter/Return** key. The newly added line will remain yellow until the record has been saved.
- Add the next shot record.
- Press the **Enter/Return** key. Continue this process until all shots have been entered.
- Click **Save**.

Enrollment

Schedule

Requests

Grades

Absences

Activities

Referrals

Test History

Audit Trail

Grad

ISP Page

Files

SSS

Choice

Billing

Save

Filter fields...

Forms

GD General Demographics

G Gifted

G Graduation

Health Daily Health Screener

Health Daily Visit Log

Health Immunizations

Health Medical

Health Medication Administ...

H Homeless

I ISP

LL Letter Logging

M MTSS

MA Magnet/Special Assignment

Health Immunizations

Immunizations/Medical

Export

Filter: OFF

Import from Florida Shots

	Vaccination	Comply	Exemption	Temp Exempt Date	Vaccination Date 1	Vaccination Date 2	Vaccination Date 3
		<input type="checkbox"/>					
	Flu Vac...	<input checked="" type="checkbox"/>			04/02/2023		
	DTP va...	<input type="checkbox"/>			11/24/2003	08/04/2006	08/06/2008
	Flu Vac...	<input checked="" type="checkbox"/>			05/11/2022		
	Hepatiti...	<input type="checkbox"/>			07/31/2003	11/24/2003	08/04/2006
	Hib Ha...	<input type="checkbox"/>			11/24/2003	08/04/2006	
	MMR (...)	<input type="checkbox"/>			08/04/2006	08/06/2008	
	Pneum...	<input type="checkbox"/>			11/24/2003		
	Polio v...	<input type="checkbox"/>			11/24/2003	08/04/2006	08/06/2008
	Tdap (T...	<input type="checkbox"/>			05/19/2016		
	VZV (V...	<input type="checkbox"/>			08/04/2006	08/06/2008	

# Activity

Enter a new immunization record for a student.

- Select a student.
- Select the Immunization tab.
- Enter the Vaccinations for the selected student.

## Print Letters

Print medical-related letters to send home.

1. Select the Immunization, Medical, or other applicable student tab.
2. Select the appropriate letter from the pull-down. If there isn't a pull-down on the student tab, there is no letter attached to that student tab.

The screenshot shows the 'Health Immunizations' interface. On the left is a sidebar with a 'Filter fields...' section and a list of tabs including Gifted, Graduation, Health Daily Health Screener, Health Daily Visit Log, Health Immunizations (selected), Health Medical, Health Medication Administ..., Homeless, ISP, Letter Logging, MTSS, Magnet/Special Assignment, Medical (System), and Minorant. The main area is titled 'Health Immunizations' and has a sub-header 'Upload a copy of the student's current IMMUNIZATION FORM' with a 'No Files' button. Below this is a table titled 'Immunization Compliance' with columns for Vaccination, Compliance, Rule Description, and Exemption Status. The table lists various vaccinations like DTaP, Hep B, Hib, Measles, Mumps, PNC, Polio, Rubella, Tdap, and Varicella, along with their compliance status and exemption rules. On the right side of the interface, there is a dropdown menu labeled 'Print a Form/Letter' with a search filter. The dropdown is open, showing options like 'Print a Form/Letter', 'Print a Form/Letter', and 'Immunization Reminder (Communication)', with the last option highlighted in red.

Vaccination	Compliance	Rule Description	Exemption Status
DTaP	✓	Student is exempt.	Medical Exemption
Hep B	✓	Required for entry to PK or KG. 3 dose minimum,	No exemption
Hib	✓	Student is exempt.	Medical Exemption
Measles	✓	One dose at age 12 months or older a second dose	No exemption
Mumps	✓	One dose at age 12 months or older a second dose	No exemption
PNC	✓	Required for child care entry effective January 20	No exemption
Polio	✓	If the third dose is administered on or after age 4	No exemption
Rubella	✓	Student is exempt.	Medical Exemption
Tdap	✓	One dose is required for entry to seventh grade.	No exemption
Varicella	✓	1-2 doses. Minimum 28 days between doses. See	No exemption

Review the letter.

**Print Letter: Immunization Reminder (Communication)**

AudFvLB1bmRzdHJlYW... 1 / 1 | - 96% + | [Icons]

Immunization Reminder Letter

Student's Name: Abe, Charlie Noel

Grade Level: 10

Dear Mel Brown

Our records show that Abe, Charlie Noel is due for his/her shots. Please report to the student's physician as soon as possible to receive the applicable immunizations and provide those records to our support staff and/or school nurse. If you have any questions, please contact the school nurse at 787-545-3000.

Sincerely,

Principal Lizette Garcia

Focus High School

**Send Letter**

☐ Email Student

☐ Email Student Personal Email

☒ Email Custodial Contacts

☒ Send to Student Log

Additional email addresses...

**Send Letter**

☐ Include Student Name/ID on Each PDF Page (Print Only)

**Done**

3. A PDF preview of the letter displays where it can be downloaded or printed.

- a. Click the down arrow to download the PDF.
- b. Click the printer icon to print the letter.

4. Select one or more of the options to the right:

- a. Email Student
- b. Email Student Personal Email
- c. Email Linked Users
- d. Email Custodial Contacts
- e. Send to Student Log

Sending the letter to the **Student Log** automatically creates a letter in the Letter Log student category, which will include a time stamp and printable version of the letter.

5. Click **Send Letter** after making selection(s).

6. Click **Done** when finished.

**!** Do NOT select email addresses in the training/testing site as the letter WILL get sent if the emails exist in Focus.

To view the letter, select the student's **Letter Logging** tab.

The screenshot shows the 'Letter Logging' tab selected in the Focus Writers2 system. The interface includes a top navigation bar with tabs like Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, Choice, and Billing. A left sidebar lists various filters, with 'Letter Logging' highlighted. The main area displays a table of letter logs with columns for Recipient, Date, Subject, Body, Sender, Time, Letter PDF, Recipient Email, and Academic Category. The table shows several entries, including one for 'Student' on '06/07/2023' with subject 'New Mes' and sender 'Lizette C'. Below the table, there are options to export and filter the data.

## Medical

By selecting the Medical tab, nurses may be able to view Medical Alerts.

The screenshot shows the 'Health Medical' tab selected in the Focus Writers2 system. The interface includes a top navigation bar with tabs like Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, Choice, and Billing. A left sidebar lists various filters, with 'Health Medical' highlighted. The main area displays a table of medical alerts with columns for Alert, Recipient Email, and Academic Category. The table shows several entries, including one for 'Student' on '06/07/2023' with subject 'New Mes' and sender 'Lizette C'. Below the table, there are options to export and filter the data.

## Medical Alerts

1. Type in the **Medical Alert** in the provided text box.

2. Press the **Enter/Return** key. The newly added line will remain yellow until the record has been saved.

3. Press **Save** to finalize data entered.

## Activity

Enter a new medical alert for peanuts.

## Medication Administration & Order

The Medication Administration tab allows nurses to enter in prescription medication information.

1. Enter the **Title** in the provided text box, as well as the **Dosage**, **Date**, etc. The field name may vary depending on your district.

	Title	Date	Copy From
		08/04/2023	
<b>View</b>	abilify	08/03/2023	

2. Press the **Return/Enter** key to save the information entered.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

4. Enter the appropriate information in the **Medication Order** section.

The screenshot shows the Focus Writers02 Student Info page for Abe, Charlie Noel. The page includes a top navigation bar with user information (Lizette Garcia, Focus High School - 0041, SIS Admin, 2022-2023, 4th 9 Weeks, ERP) and a main navigation bar with tabs like Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, Choice, Save, and a printer icon. The left sidebar contains a list of filter fields including Health Daily Visit Log, Health Immunizations, Health Medical, Health Medication Administ..., Homeless, ISP, Letter Logging, MTSS, Magnet/Special Assignment, Medical (System), Migrant, N/A, and Placement. The main content area is titled 'Health Medication Administration' and includes a text box with the note 'Bronchospasm may occur as a result of asthma.' Below this is the 'Medication Order' section, which is highlighted with a red box. It contains an 'Export' button, a 'Filter: OFF' button, and a table with columns: Name of Medication, Dosage (in mg), Route, Time of Admin, Time2 of Admin, Date, Physician, Date of Order, and Medication Received. The table has one row with the following data: Foradil, 10mg, Inhalat, 9:00am, 05/11/2022, Dr. Raul Ig, 04/01/2022, and a checked box for Medication Received. Below the table is a 'See Order' button and a 'No Files' message. At the bottom is the 'Medication Administration' section, which also has an 'Export' button and a 'Filter: OFF' button.

Name of Medication	Dosage (in mg)	Route	Time of Admin	Time2 of Admin	Date	Physician	Date of Order	Medication Received
Foradil	10mg	Inhalat	9:00am		05/11/2022	Dr. Raul Ig	04/01/2022	<input checked="" type="checkbox"/>

5. Press the **Enter/Return** key to save the record and/or add new record.

6. Upload a **Medication Order** file into the **See Order** field.

## Medication Supply Received

1. Enter the appropriate information about the received medication in the **Medication Supply Received** section, such as the Date Received, Amount Received, and Witness.

The screenshot shows the Focus Writers02 Student Info page for Abe, Charlie Noel. The page includes a top navigation bar with user information (Lizette Garcia, Focus High School - 0041, SIS Admin, 2022-2023, 4th 9 Weeks, ERP) and a main navigation bar with tabs like Enrollment, Schedule, Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, Choice, Save, and a printer icon. The left sidebar contains a list of filter fields including Health Daily Visit Log, Health Immunizations, Health Medical, Health Medication Administ..., Homeless, ISP, Letter Logging, MTSS, Magnet/Special Assignment, Medical (System), Migrant, N/A, and Placement. The main content area is titled 'Health Medication Administration' and includes a text box with the note 'Bronchospasm may occur as a result of asthma.' Below this is the 'Medication Supply Received' section, which is highlighted with a red box. It contains an 'Export' button, a 'Filter: OFF' button, and a table with columns: Date Received, Amount Received, and Witness. The table has one row with the following data: 09/06/2023, 30, and Joe Salvatore. Below the table is the 'Diabetic Log' section, which also has an 'Export' button and a 'Filter: OFF' button. It contains a table with columns: Admin Date, Time Adm, Blood Sugar [5032], Blood Glucose [5032], Comments, Ketones [5032], Carb Count [5032], Amt Given, and Admin/Te.

Date Received	Amount Received	Witness
09/06/2023	30	Joe Salvatore

2. Press the **Enter/Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.

## Diabetic Log

1. If applicable, enter this data each time the student has their blood sugar levels tested.

The screenshot shows a software interface for 'Health Medication Administration'. At the top, there is a navigation bar with tabs: Requests, Grades, Absences, Activities, Referrals, Test History, Audit Trail, Grad, Files, SSS, and Choice. To the right of these tabs are three buttons: 'Save' (red), a printer icon (blue), and a refresh icon (orange). Below the navigation bar, the word 'Billing' is centered. The main section is titled 'Health Medication Administration' with a heart icon. Under this title, there are two sections. The first section is 'Diabetic Log', which is highlighted with a red border. It contains an 'Export' button, a 'Filter: OFF' button, and a table with columns: Admin Date, Time Adm, Blood Sugar [5032], Blood Glucose [5032], Comments, Ketones [5032], Carb Count [5032], Amt Given, and Admin/Te. The second section is 'Weekly Pill Count', which also has an 'Export' button, a 'Filter: OFF' button, and a table with columns: Date, No Count Needed, Count Used in Week, Witness, Ending Count, and Count Correct. In both tables, the first row is highlighted in yellow.

Admin Date	Time Adm	Blood Sugar [5032]	Blood Glucose [5032]	Comments	Ketones [5032]	Carb Count [5032]	Amt Given	Admin/Te
09/08/2023	1030am							

Date	No Count Needed	Count Used in Week	Witness	Ending Count	Count Correct
	<input type="checkbox"/>				<input type="checkbox"/>

2. Press the **Enter/Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.



## SAR

By selecting the SAR tab, Nurses are able to view a Student's Accident Report (SAR) for a log of injury/accident and the date of the injury/accident.

1. Enter the appropriate information in the top row including the **Title** and **Date** of the Injury/ Incident.








SAR

Export  

Filter: ON





Page Size: 20

	<input type="text"/>		<input type="text"/>
	Title 	Date 	Copy From
	<input type="text"/>	08/09/2023	<input type="text"/> 

- Press the **Enter/Return** key.  
The newly added line will remain yellow until the record has been saved.
- Click **Save**.
- Click **View** next to the appropriate row.
- Enter the appropriate information into SAR.
- Click **Save**.

SAR

Describe what the student was doing when the accident occurred

Individual in Charge when accident o...	<input type="text"/>
Parent Requested SAR form	<input type="text"/> 
Time Accident Occured	<input type="text"/>
Place of Accident	<input type="text"/> 
Specific Activity/Location	<input type="text"/> 
Part(s) of the Body Injured	<input type="text"/> 
Other body part	<input type="text"/>

# Screenings

By selecting the Screening tab, Nurses are able to view/edit a student's results from the district/school health screenings. Nurses can also add screenings en masse in Mass Add Log Records (see the next section).

## Enter Screening Results Individually

The Vision Screening logging field will be used for this example.

1. Enter the information in the fields within the row.

The screenshot shows a web-based form titled "Vision". At the top left, there is an "Export:" button with icons for PDF and Print. To its right is a "Filters: OFF" button. Below these buttons is a table with seven columns: "Screening Date", "Status", "Resulted in Referral", "Referred To", "Referred Date", "Outcome of Referral", and "Comment". Each column header has a small up/down arrow icon. The first row of the table is highlighted in yellow, indicating it is the active row for data entry. The "Status" column has a blue pull-down arrow, and the "Outcome of Referral" column also has a blue pull-down arrow. The "Resulted in Referral" column contains a small square checkbox.



- a. Enter the **Screening date** in the provided text box.
  - b. Select the result of the screening from the **Status** pull-down.
  - c. Select the **Resulted in referral** check box if the screening resulted in a referral.
  - d. If a student is referred, select the relevant option from the **Referred To** pull-down.
  - e. Enter the **Referred Date** in the provided text box.
  - f. Select the **Outcome of Referral** from the provided pull-down.
  - g. Enter any applicable comments in the **Comment** text box.
2. Press the **Enter/Return** key.

The newly added line will remain yellow until the record has been saved.

3. Click **Save**.



The Hearing, Scoliosis, and BMI logging fields contain the same options.

**Hearing**

Export:   Filters: OFF



Screening Date	Status	Resulted in Referral	Referred To	Referral Date	Outcome of Referral	Comment
<input type="text"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>

**Scoliosis**

Export:   Filters: OFF

Screening Date	Status	Resulted in Referral	Referred To	Referral Date	Outcome of Referral	Comment
<input type="text"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>

**BMI**

Export:   Filters: OFF

Screening Date	Status	Resulted in Referral	Referred To	Referral Date	Outcome of Referral	Comment
<input type="text"/>	<input type="button" value="▼"/>	<input type="checkbox"/>	<input type="button" value="▼"/>	<input type="text"/>	<input type="button" value="▼"/>	<input type="text"/>

## Mass Add Log Records

Mass Add Log Records can be used to add screenings in mass to a group or an individual student.

## Add Logging Records by Student

1. Go to the **Students** menu and select **Mass Add Log Records**.

The **By Student** tab is selected by default.

2. Select the type of logging field to be added.

By Student By Group

Logging Field: 504 Entry Show All Records ☒ Save

Filter: OFF Mass Update

Student	Academic Documents	Athletics Documents	Attendance Summary	Behavior	Behavior Screening	Classroom Infraction Report	Community Service	Conditions	Diabetic Log	Initial Evaluation Date	3-Year Eval Date	Dismissal Date	Referral Date	Original Eval Date	Eligibility Date	Fund So
Murillo, John										08/08/2020	01/08/2023		02/26/2020	01/08/2020	02/27/2020	
Mele, Mickey										02/24/2020	02/24/2023		02/17/2020	02/24/2020	02/24/2020	
Mele, Mickey																
Espinoza, C																
Moore, Justin										06/06/2019	11/04/2022		11/07/2019	11/06/2019	11/12/2019	
Segovia, R										02/02/2019	11/02/2022		11/04/2019	11/02/2019	11/04/2019	
Gil, Marcus										11/01/2019	11/01/2020		10/20/2019	11/01/2019	11/01/2019	

3. Select the applicable **Student** from the corresponding pull-down (use the Filter field to enter the student's name or ID number).

4. Enter the applicable information based on the selected Logging Field.

5. Press the **Enter/Return** key to save the record and enter the next student's information in the row at the top.

## Adding Logging Records by Group

1. Click the **By Group** tab.

Focus Writers2 Select Student/Staff Mass Add Log Records Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

By Student **By Group**

Search Screen Simple List Customized List

Student Search

Student

Student Group

☐ Search All Schools

☐ Include Inactive Students

More Search Options

Search Reset

Conduct a student search and select More Search Options to target a certain group of students.

For Example: Mrs. Smith brings her class for a hearing test. Select More Search Options > Scheduling > Scheduled into Teacher > Select Teacher from pop-up window > click Search.

2. Select the **Logging Field** from the pull-down. The selected Logging Field will determine what fields display at the top of the screen.

By Student **By Group**

Logging Field: 504 Entry (504 ) Save

504 Sta

Search Screen

746 Students

Student

504 Entry (504 )

Immunizations & Physicals (Health Medical)

Conditions (Health Immunizations)

Immunizations/Medical (Health Immunizations)

Immunization Exemption (Health Immunizations)

Immunization Compliance (Health Immunizations)

Community Service (Graduation)

504 Accommodation Plan (N/A)

Attendance Summary (FASTER)

Peer 504 Classroom Accommodations (ESE)

Student	Student ID	Grade	Test Date	Test Type	Wears Glasses/Contacts	Tested with Glasses/Contacts	Far Left 20/	Far Right 20/	Near Left /20	Near Right /20	SPOT Screened	Result	Date of Referral	Date of Outcome	Comments
Abe, Charlie Noel	55879	10													
Abregan, Kenna Joy	61843	10													
Acevedo, Diem Donna	23057	09													
Acevedo, Emerald Vonn	56443	12													

### 3. Complete all applicable fields.

The entered data will apply to all students as the fields are populated.

Make applicable changes to the individual students, as needed.

By Student **By Group**

Logging Field: Vision Screening (Health Services) Save

Verified Consent	School Year	Test Date	Test Type	Wears Glasses/Contacts	Tested with Glasses/Contacts	Far Left 20/	Far Right 20/	Near Left /20	Near Right /20	SPOT Screened	Result	Date of Referral	Date of Outcome	Comments
<input type="checkbox"/>	2022-2023	05/16/2	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass			

Search Screen Simple List Customized List

Grade: 06

298 Students 0 Selected

Student	Student ID	Grade	Verified Consent	School Year	Test Date	Test Type	Wears Glasses/Contacts	Tested with Glasses/Contacts	Far Left 20/	Far Right 20/	Near Left /20	Near Right /20	SPOT Screened	Result	Date of Referral	Date of Outcome
Acosta, Maruja Ali	5719098733	06	<input checked="" type="checkbox"/>	2022-2023	05/	ReTest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	15	20	15	20	<input type="checkbox"/>	Pass		
Adame, William Pritesh	5716085939	06	<input type="checkbox"/>	2022-2023	05/	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass		
Adams, Christine Caroline	5722003016	06	<input type="checkbox"/>	2022-2023	05/	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass		

### 4. Select the check boxes to select the student(s) for whom the data should be saved.

Logging Field: Vision Screening (Health Services) Save

Verified Consent	School Year	Test Date	Test Type	Wears Glasses/Contacts	Tested with Glasses/Contacts	Far Left 20/	Far Right 20/	Near Left /20	Near Right /20	SPOT Screened	Result	Date of Referral	Date of Outcome	Comments
<input type="checkbox"/>	2022-2023	05/16/2	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass			

Search Screen Simple List Customized List

Grade: 06

298 Students 4 Selected

<input type="checkbox"/>	Student	Student ID	Grade	Verified Consent	School Year	Test Date	Test Type	Wears Glasses/Contacts	Tested with Glasses/Contacts	Far Left 20/	Far Right 20/	Near Left /20	Near Right /20	SPOT Screened	Result	Date of Referral	Date of Outcome
<input checked="" type="checkbox"/>	Acosta, Maruja Ali	5719098733	06	<input checked="" type="checkbox"/>	2022-2023	05/	ReTest	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	30	20	30	20	<input type="checkbox"/>	Pass		
<input checked="" type="checkbox"/>	Adame, William Pritesh	5716085939	06	<input checked="" type="checkbox"/>	2022-2023	05/	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	40	20	32	<input type="checkbox"/>	Pass		
<input checked="" type="checkbox"/>	Adams, Christine Caroline	5722003016	06	<input checked="" type="checkbox"/>	2022-2023	05/	ReTest	<input checked="" type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass		
<input type="checkbox"/>	Adams, Esau Asher	5718095455	06	<input type="checkbox"/>	2022-2023	05/	ReTest	<input type="checkbox"/>	<input type="checkbox"/>					<input type="checkbox"/>			
<input checked="" type="checkbox"/>	Adams, Shirley Elizabeth	5716084471	06	<input checked="" type="checkbox"/>	2022-2023	05/	ReTest	<input type="checkbox"/>	<input type="checkbox"/>	20	20	20	20	<input type="checkbox"/>	Pass		

## 5. Click **Save**.

Once the records have been successfully changed, a green confirmation displays.

**By Student** **By Group**

Logging Fields Save

Log Entries have been successfully assigned for selected Student(s)

Search Screen **Simple List** Customized List

## Activity

- Mass Adding Log Records
- Select a specific class (More Search Options > Scheduling > Select Teacher).
- Add a Hearing Screening.

## Add/Drop Report

The Add/Drop Report provides a snapshot of students that have enrolled or withdrawn during a defined time frame.

1. Go to the **Students** menu and select **Add/Drop Report**.
2. From the Add / Drop Report screen, set a time frame by clicking the **month**, **day**, and **year** pull-downs. You can also click the **calendar** icon to select a date.

**FOCUS** Writers02 Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

May 1 2023 - May 12 2023 All Schools Go

2 Enrollment Records Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer

3. If you have access to multiple schools, you can select the **All Schools** check box to pull data from all accessible schools.

4. Click **Go**.

The Add / Drop Report displays the Student name, Student ID, School, Grade Level, Enrolled date and/or Dropped date, and the Reason for the add or drop, such as (E02) Transferring from a public school out of district but in the state.

**FOCUS** Writers02 Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

February 1 2023 - May 12 2023 All Schools Go

3 Enrollment Records Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

5. To export data to an Excel spreadsheet, click the **floppy disk** icon.

**FOCUS** Writers02 Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

February 1 2023 - May 12 2023 All Schools Go

3 Enrollment Records Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	0055879	Focus High School - 0041	10	Tue, May 2, 2023		(E01) In District Previous Year
Abe, Charlie	0055879	Focus High School - 0041	10		Mon, May 1, 2023	(W02) In District Transfer
Harper, Eddie	061968	Focus High School - 0041	09		Tue, Mar 21, 2023	(W21) W/D Due to being Expelled

6. To retrieve the report in PDF or to print, click **Print** at the bottom of the screen.

**FOCUS Writers02** Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

1 May 2023 14 September 2023 All Schools Go

**751 Enrollment Records** Filter Search

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	5879	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Abbott-Martinez, Charlie	2221	Focus High School - 0041	09		Thu, 25 May 2023	(W01) In School Transfer
Abbott-Martinez, Charlie	2221	Focus High School - 0041	09	Thu, 10 Aug 2023		(E01) In District Previous Year
Abregan, Kenna	1843	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acevedo, Emerald	6443	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Dexter	6685	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Harry	8780	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Adams, Peter	20236	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Adams, Ponyboy	6404	Focus High School - 0041	09	Thu, 10 Aug 2023		(E01) In District Previous Year
Aggregor, Abe	00059	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Aguilar, Emily	2481	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Aguilar, Sherwood	7667	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Ahrens, Edgar	7390	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year

Print Help Logout

7. To view Enrolled students only:

- Click the **Filter** button.
- From the column pull-down, select **Dropped**.
- From the rule pull-down, select **Less Than**.
- In the criteria text box, enter **1**.
- Click **Run Filter**.

**FOCUS Writers02** Select Student/Staff Add / Drop Report Lizette Garcia Focus High School - 0041 SIS Admin 2022-2023 4th 9 Weeks ERP

1 May 2023 14 September 2023 All Schools Go

**749 Enrollment Records** Filter Search

**FILTER RULES**

Dropped Less Than 1 Run Filter

Add Rule Clear Rules

Student	Student ID	School	Grade Level	Enrolled	Dropped	Reason
Abe, Charlie	5879	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Abbott-Martinez, Charlie	2221	Focus High School - 0041	09	Thu, 10 Aug 2023		(E01) In District Previous Year
Abregan, Kenna	1843	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acevedo, Emerald	6443	Focus High School - 0041	12	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Dexter	6685	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year
Acosta, Harry	8780	Focus High School - 0041	10	Thu, 10 Aug 2023		(E01) In District Previous Year

## Activity

Enter shot records:

- From the Students menu, run the Add/Drop report.
- Select a newly enrolled student and check the immunization tab for the new student.



- Enter a new shot records for the selected student.

## Florida Health Services Reports

The Florida Health Services Reports were designed to help with reporting the Department of Health. There are 4 tabs with a different report on each.

- ❗ The Daily Visit Log must contain all the original standard fields to display the Florida Health Reports correctly. The order of the fields can be switched, but the content and individual fields must remain the same.

1. Go to **Florida Reports** and select **Health Services Reports**.

**Focus Writers02** | Select Student/Staff | Health Services Reports | Lizette Garcia | Focus High School - 0041 | SIS | Admin | 2022-2023 | 4th 9 Weeks | ERP

**I-D.2 Weekly: Number of Students Needing Medications/Procedures** ☒ All Schools

11 January 2023 - 14 September 2023 Go

24 Procedures

Procedure	Total Number of Students Needing Procedures & Meds
5519	0
5494	1
5495	0
5492	0
5518	0

## I-C.1 Types of Health Conditions

The I-C.1 report loads by default. This report contains statistics of Types of Health Conditions by School Level broken down for each school level, and then totals in the column on the far-right.

- 💡 Select the **All Schools** check box to expand the scope of the report so it includes district-wide information.

Search

X

Health Services Statistical Form

I-C.1 Types of Health Conditions

I-D.1 School Year: Num Students Needing Meds

I-D.2 Weekly: Num Students Needing Meds

I-C.1 Types of Health Conditions by School Level

All Schools

Search

67

67 Health Conditions

Health Condition	E - Elementary	M - Middle	H - High	C - Combined Middle/High	A - Adult/Higher Ed	Total
6080	339	184	287	90	3	924
6081	382	140	252	130	3	936
6082	27	12	22	6	0	69
6083	356	113	263	113	3	880
6084	49	18	42	19	1	133
6085	1	6	4	3	0	14
6086	167	33	66	25	0	297
11362	31	21	44	31	0	134
6087	1076	338	646	277	8	2434
6088	298	77	141	55	1	590
6089	169	56	83	23	0	342
6090	221	36	58	43	1	376

## I-D.1 School Year: Num Students Needing Meds

This report defines the number of students needing procedures and/or medications within the school year.

<div> <div>Search</div> <div> <div>Health Services Statistical Form</div> <div>I-C.1 Types of Health Conditions</div> <div>I-D.1 School Year: Num Students Needing Meds</div> <div>I-D.2 Weekly: Num Students Needing Meds</div> </div> </div>	<div> <div>I-D.1 School Year: Number of Students Needing Medications/Procedures</div> <div> <div>24 Procedures</div> <table> <tr> <th>Procedure</th><th>Annual Total Number of Students Needing Procedures &amp; Meds</th></tr> <tr><td>5174</td><td>0</td></tr> <tr><td>5149</td><td>0</td></tr> <tr><td>5150</td><td>0</td></tr> <tr><td>5147</td><td>0</td></tr> <tr><td>5173</td><td>0</td></tr> <tr><td>5148</td><td>0</td></tr> <tr><td>5177</td><td>0</td></tr> </table> </div> </div>	Procedure	Annual Total Number of Students Needing Procedures & Meds	5174	0	5149	0	5150	0	5147	0	5173	0	5148	0	5177	0
Procedure	Annual Total Number of Students Needing Procedures & Meds																
5174	0																
5149	0																
5150	0																
5147	0																
5173	0																
5148	0																
5177	0																

**i** For both the I-D.2 and the Health Services Statistical Form, the scope of the report is defined by a specified date range. Click the Go button to reload the data after making any adjustments.

## I-D.2 Weekly: Num Students Needing Meds

This report defines the number of students needing procedures and/or medications on a weekly basis.

Search

Health Services Statistical Form

I-C.1 Types of Health Conditions

I-D.1 School Year: Num Students Needing Meds

**I-D.2 Weekly: Num Students Needing Meds**

**I-D.2 Weekly: Number of Students Needing Medications/Procedures**

11 January 2023 - 14 September 2023 Go

24 Procedures

Procedure	Total Number of Students Needing Procedures & Meds
5174	0
5149	0

## Health Services Statistical Form

This report displays the number of times each of the Codes & Descriptions was utilized and by whom.

Search

**Health Services Statistical Form**

I-C.1 Types of Health Conditions

I-D.1 School Year: Num Students Needing Meds

I-D.2 Weekly: Num Students Needing Meds

**Health Services Statistical Form**

11 January 2023 - 14 September 2023 Go

	Codes & Descriptions	Position # RN	Position # LPN
1	5000 Nursing Assessment (RN Only)	0	
2	4050 Nursing Assessment (LPN Only)		0
3	4000 Assessment (UAP* Only)		

## Advanced Report

1. Click the **Students** menu and select **Advanced Report**.
2. Search for the group of students to be in the report.

The screenshot shows the 'Student Search' interface with three main sections:

- Student Search:** Includes a text input for 'Student' and a link for 'More Search Options'.
- Available Fields:** A list of fields with expandable arrows: Search Fields, Student Demo, Address, Primary Contact, Secondary Contact, Third Contact, Fourth Contact, District Info, Admin Notes, Application Courses, Behavior Screening, Crisis Intervention, and Document Management.
- Fields to include in Report:** Includes a 'Student Group' dropdown, checkboxes for 'Search All Schools' and 'Include Inactive Students', and 'Run Report' and 'Reset' buttons.

**a. More Search Options** (left column) identifies a specific subset of students to be included in the report; the fields are pulled directly from the Focus data fields related to student information that the user's profile has permission to view.

Click on the gray arrow to open the field for available search criteria. The more fields added, the more limited the search results will be.

The 'More Search Options' panel is expanded, showing the following search criteria:

- Student Search:**
  - General:**
    - Last Name
    - First Name
    - Student ID
    - Address
    - Grade: ☐ 07 ☐ 08 ☐ 09 ☐ 10 ☐ 11 ☐ 12 ☐ 30 ☐ 31
    - Schools (dropdown)
    - Program (dropdown)
    - Calendar: N/A
  - Scheduling**
  - Absences**
  - Grades/GPA/Class Rank/Honor Roll**
  - Course History**

**3.** Select the appropriate **Available Fields** (middle column) to define what fields will be in the report. All tabs located in the **Student Info** screen are listed in this column; each field category can be clicked to reveal a list of blue boxes containing data relevant to that field.

**Student Search**

Student

[More Search Options](#)

**Available Fields:**

Search Fields

**Student Demo Address**

- Address +
- Address 2 +
- City +
- State/Province +
- Zip/Postal Code +
- Home Phone +
- Mailing Address +
- Mailing Address 2 +
- Mailing City +
- Mailing State/Province +
- Mailing Zip/Postal Code +
- Primary Address +
- Primary Address 2 +
- Primary City +
- Primary State +

**Fields to include in Report:**

A **Search Fields** text box is available to help locate data fields.

- a. Type in the name or keyword of a field to display the Available Fields.

**Available Fields:**

District Info

**Email** +

Third Contact

**Third Contact: Email** +

Fourth Contact

**Fourth Contact: Email** +

General Demographics

**Personal Student Email** +

**Student Email Address** +

**Google Classroom Email Address** +

Primary Contact

**Primary Contact: Email** +

Secondary Contact

**Secondary Contact: Email** +

4. There are two options for moving the blue boxes into the Fields to Include in Report box:

- a. Drag and drop the name of the field.

Available Fields:	Fields to include in Report:
<div>Search Fields</div> <div>Demographic</div> <div>Last, First M</div> <div>Last, First M</div> <div>Last, Nickname</div> <div>First</div> <div>First Initial</div>	

b. Click the green plus sign.

5. **Fields to include in Report** (right column) identifies the information to be shown on the report.

Fields to include in Report:
Last, First M
Student ID
Immunizations/Medical
School Year - Course Taken
ACT English Gradelevel
Next Grade
Age

6. Add all appropriate fields from Available Fields.

7. All fields will be ordered as they appear in the box and can be rearranged as needed by dragging and dropping the field box up or down.

8. The field boxes can be deleted by clicking the red X or by dragging them back to the left.

9. Click the **Run Report** button. Like other reports in Focus, the heading in each column can be clicked to re-sort the data.

2022-2023 ▼

**Modify Report**

Schedule Effective Date: April ▼ 13 ▼ 2022 ▼
 ☐ Include Inactive Schedule Records

**4032 Schedule Records**  
 Go to Page 1, 2, 3, 4, 5 Show All

Displaying 1 through 1000
 

Last, First M	Grade	School	Course Title	Course Num	Section Num	Teacher / Period	FEFP Number
Abrego, [redacted]	10	Focus High School - 0041	ENG 2	1001340	006	Period 1 - 006 - [redacted] Dominquez	N/A
Abrego, [redacted]	10	Focus High School - 0041	ENG 1	1001310	008	Period 2 - 008 - [redacted] Velasco	N/A
Abrego, [redacted]	10	Focus High School - 0041	ENG 4	1001400	003	Period 4 - 003 - [redacted] mero	N/A
Abrego, [redacted]	10	Focus High School - 0041	ALG 2	1200330	005	Period 5 - 005 - [redacted] ers Doss	N/A
Abrego, [redacted]	10	Focus High School - 0041	ANTHROP	2101300	007	Period 6 - 007 - [redacted] des Staab	N/A
Abrego, [redacted]	10	Focus High School - 0041	AP PSYCH	2107350	005	Period 7 - 005 - MISS OWL	N/A
Acosta, [redacted]	10	Focus High School - 0041	ENG HON 2	1001350	008	Period 1 - 008 - [redacted] Williamson	N/A
Acosta, [redacted]	10	Focus High School - 0041	AUTO MAINT/LT RPR 1	9504110	006	Period 2 - 006 - [redacted] Valencia	N/A

- When a logging field is selected as one of the fields, an option to Include students without log records will appear.
- Select the check box and click **Go**.
- When selected, all students/users who match the search results will display, regardless if they have a log record.

2022-2023 ▼

**Modify Report**

☐ Include students without log records in 'Immunizations/Medical'.

**5795 Students**  
 Go to Page 1, 2, 3, 4, 5, 6 Show All

Displaying 1 through 1000
 

Last, First M	Grade	Immunizations/Medical Vaccination	Immunizations/Medical Comply	Immunizations/Medical Exemption	Immunizations/Medical Temp Exempt Date	Immunizations/M Vaccination Date
Abe, Charlie Noel	10	Hib Haemophilus Influenza Type B vaccine				Mon, Nov 24, 2003
Abe, Charlie Noel	10	DTP vaccine				Mon, Nov 24, 2003
Abe, Charlie Noel	10	MMR (Measles, Mumps and Rubella) vaccine				Fri, Aug 4, 2006
Abe, Charlie Noel	10	Polio vaccine				Mon, Nov 24, 2003
Abe, Charlie Noel	10	Hepatitis B Vaccine				Thu, Jul 31, 2003
Abe, Charlie Noel	10	Pneumococcal Conjugate vaccine				Mon, Nov 24, 2003

**10.** Click the **Create Report** or **Save Report** button at the bottom of the report screen to save the search criteria and fields of the **Advanced Report**.

**FOCUS** Writers02 Select Student/Staff Advanced Report Lizette Garcia Focus High School - 0041 SIS 2022-2023 4th 9 Weeks ERP

Modify Report Save Report Only Display Records with Errors Save

Schedule Effective Date: May 11 2023 Go

157134 Schedule Records  
Go to Page 1, 2, 3, 4, 5, 6, 7, ... 155, 156, 157, 158 Next Page Show All  
Displaying 1 through 1000

Mass Update Filter Filters: OFF Search

Last, First M	Student ID	Grade	Birthdate	District	School	Gradelevel	Marking Period	Course Title	Course Number
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Full Year	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Full Year	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 1	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 1	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 2	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	Semester 2	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	1st 9 Weeks	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	2nd 9 Weeks	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007		0041	10	4th 9 Weeks	3-D STUDIO ART 3 HON	0101350
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	ALG 2	1200330
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	AP SPANISH LANG & CU	0708400
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	CHEM 1 HON	2003350
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	ENG 3	1001370
Abe, Charlie Noel	5879	10	04/06/2007				1st 9 Weeks (Gradebook)	LEAD SKLS DEV	2400300

Print Create Report Help Logout

11. Name the report. This will allow the report to be run in the future without having to re-enter the criteria and fields.

12. Click **OK**.

**Create new Saved Report**

Please enter a name for your new saved report.

This report will be a dynamic report available from the reports menu. All the criteria you entered on the previous screen will be saved so that you can run this report at any time. You will also be able to publish this report to other users once you've saved it.

Report Title

**OK** Cancel

**i** Creating a report saves the search criteria and fields. When the report is run on a later date, it updates with the current students who match the parameters. To save a report's results at a specific time, export to Excel or print to PDF.



After clicking OK, a confirmation screen will appear on the Saved Reports tab with a green check mark indicating the report has been saved.

The screenshot shows the 'My Reports' tab with a confirmation message: 'Your report "My New Report" has been saved.' Below this is a table with columns: Run, Title, Date Created, Program, Last Used, Allowed Profiles, Published, and Allowed Schools. The first row shows 'My New Report' with a date of 04/13/2022 and program 'Advanced Report'. A blue arrow icon is visible in the 'Run' column.

- Click the blue arrow to run the report.
- The name of the saved report can also be edited by clicking on the blue dotted line under the report's current title.
- Click the red dash in the last column to delete the entire report.

13. Click **Modify Report** to edit the **Fields to include in Report** on the previous screen.

The screenshot shows the 'Modify Report' interface. At the top, there's a '2022-2023' dropdown and a 'Save' button. Below is a 'Schedule Effective Date' section with a date picker set to April 13, 2022. A table of schedule records is displayed with columns: Last, First M, Grade, School, Course Title, Course Num, Section Num, Teacher / Period, and FEFP Number. The table contains 8 rows of data for Focus High School - 0041.

**!** Please be aware that this action will result in the original search criteria selected from More Search Options to be reset. However, the Fields to include in Report will be retained.

**i** The results of an Advanced Report can also be downloaded and saved as a static report prior to clicking "Create Report." To download, click on the Excel icon that displays in the header next to the total number of students.

## Activity

**1.** Create an Advanced Report to include the following fields in the exact order listed below. Use More Search Options to define the group of students.

- Last, First Name.
- Grade Level.
- Two other fields of your choice. (Alpha ID = local student ID)
- Health Examination Status
- Life Threatening Allergies
- Screening Status

**2.** Save and name the report.

**3.** Go back to the main Portal page and locate the saved report.

**4.** Add a filter to the report; include only the highest-grade level of students at the school.

**5.** Export the report to Excel.

**6.** Resave and name the report.